



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

SECNAVINST 12534.1B  
ASN (M&RA) /DASN (CP/EEO)  
15 November 2001

SECNAV INSTRUCTION 12534.1B

From: Secretary of the Navy

Subj: CIVILIAN FACULTY PAY SCHEDULE FOR THE U.S. NAVAL  
ACADEMY, THE NAVAL WAR COLLEGE, THE NAVAL  
POSTGRADUATE SCHOOL, AND THE MARINE CORPS  
UNIVERSITY

Ref: (a) Title 10 U.S.C. 6952, 7043, 7044, and 7478  
(b) Title 5 U.S.C. 5102(c)(10)  
(c) Federal Employees Pay Comparability Act of  
1990  
(d) Equal Pay Act of 1963  
(e) SECNAVINST 12920.1B

1. Purpose. To revise Department of the Navy (DON) policy and assign responsibility for fixing compensation for civilian faculty members at the U.S. Naval Academy, the Naval War College, the Naval Postgraduate School, and the Marine Corps University. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 12534.1A of 11 May 88.

3. Background

a. Reference (a) authorizes the Secretary of the Navy to fix the compensation of civilian faculty members at Navy and Marine Corps colleges. Although these faculty members are excluded from coverage under the General Schedule by reference (b), their pay has been adjusted on a comparative basis with changes authorized for Federal employees paid under the General Schedule.

b. The Naval Faculty Schedule, which applies to all four schools, is adjusted each time a comparability increase is authorized for General Schedule employees. The schedule was revised in 1962 to a 10-month schedule with 59 steps for Instructor, Assistant Professor, Associate Professor, Professor, and Administrative faculty and 9 steps for Supervisory Professor

(Dean), Academic Dean, and Distinguished Visiting Professors. In 1981, the schedule was converted to an annual schedule to unify the pay systems used by the three Navy schools.

c. The Naval Faculty Schedule pay ranges were extended to 69 steps for Instructor, Assistant Professor, Associate Professor, Professor, and Administrative faculty and 19 steps for Supervisory Professor (Dean), Academic Dean, and Distinguished Visiting Professors in 1988.

d. Reference (c) amended the limitation on pay fixing by administrative action to not more than Executive Level IV. In 1991, the schedule was annotated with the maximum permissible rates to be used for pay banding.

e. Civilian faculty members are entitled to leave, retirement, health insurance, life insurance benefits, and incentive awards on the same basis as other Federal employees.

4. Policy. The DON civilian faculty salaries shall be established following applicable provisions of reference (d) and set at sufficient levels to ensure that the Superintendents, U.S. Naval Academy and the Naval Postgraduate School, and the Presidents, Naval War College and the Marine Corps University, have flexibility to recruit and retain qualified faculty members in highly competitive academic disciplines and to address pay compression and pay inversion problems.

#### 5. Responsibilities

a. The Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (ODASN (CP/EEO)). The ODASN(CP/EEO) shall periodically conduct reviews of the adequacy of the Naval Faculty Schedule and shall issue revised salary schedules to reflect pay increases to the General Schedule and other changes needed to achieve DON policy.

b. The Superintendents, U.S. Naval Academy and the Naval Postgraduate School, and the Presidents, Naval War College and the Marine Corps University.

(1) Shall establish policies for setting the salaries of individual faculty members.

(2) May establish pay banding for their civilian faculty members within the pay level ranges authorized on the schedule. The Naval Faculty Schedule serves as the basis for creation of individual bands for Instructor, Assistant Professor, Associate Professor, Administrative Faculty, Supervisory Professor (Dean), Academic Dean, and Distinguished Visiting Professor civilian faculty members. Individual bands may exceed the step range of appropriate level on the Naval Faculty Schedule, but cannot exceed the appropriate maximum for that level noted on the schedule.

(3) May request rates above those maximums noted on the schedule, up to the Executive Level IV limitation noted in paragraph 3d, for their Professor, Administrative Faculty, Supervisory Professor (Dean), Academic Dean, and Distinguished Visiting Professor civilian faculty members. In accordance with reference (e), those rates will be subject to the review and prior approval by the DON Civilian Executive Resources Board (DONCERB). Requests must be submitted to the Under Secretary of the Navy via the Vice Chief of Naval Operations or the Commandant of the Marine Corps (Deputy Commandant for Manpower and Reserve Affairs).

6. Action. The Superintendents and Presidents cited in paragraph 5 above will ensure that this policy is implemented at their schools.

Gordon R. England

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